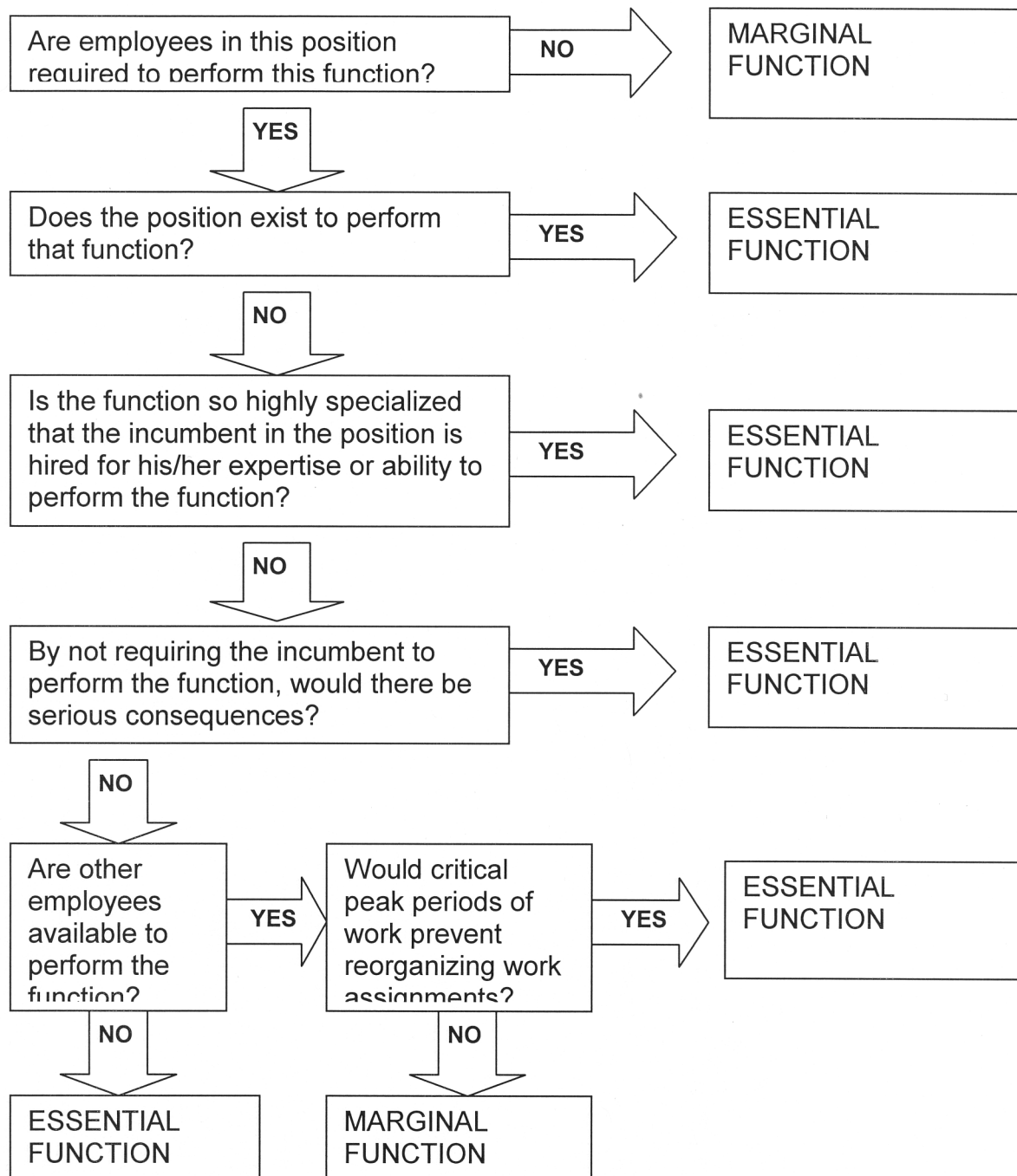


DECISION TABLE FOR DETERMINING ESSENTIAL FUNCTIONS

A tool for identifying essential job functions under the ADA. Review each function within a job using the flowchart to determine whether it is essential.



Duty Statement Questionnaire

INTRODUCTION

This form is designed to provide the necessary information to prepare a duty statement.

Our goal is to make certain that all positions are properly described and that we can accurately determine what skills, knowledge, and abilities are required to perform the job. The more information we have concerning the position being studied, the more thorough and objective our analysis of the position will be.

This questionnaire should be completed for each position prior to creating a duty statement, recruitment, and/or for reasonable accommodation or return-to-work situations. Coupled with the duty statement, these are defensible documents in case of any legal action against the employer.

INSTRUCTIONS

Answer all questions as completely as possible in the space provided. Should more space be required, attach extra sheets. If there are any questions regarding the information requested in this form, contact the Personnel Analyst.

In each section of the duty statement format, you will be prompted to provide original information (which can be provided by attaching a revised existing duty statement, or by indicating the information directly on this form), as well as to choose from a selection of pre-determined factors. The most common factors have been identified with suggested wording to be used for various categories/levels of physical and/or mental requirements. In some cases, portions of the suggested wording may need to be deleted or further clarified to better describe the requirements of the job in question.

Duty Statement Questionnaire

Instructions for each section are indicated in *Italics*.

Name of person completing this
form: _____

Title of person completing this
form: _____

Classification Title of Position being Analyzed:

Position
Number: _____

Division: _____

Reports To
(Title): _____

Supervises
(Title): _____

GENERAL PURPOSE OF JOB

Briefly describe the job's primary purpose or contribution to the division or department:

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the job's essential or most important functions and responsibilities. Include all-important aspects of the job -- whether performed daily, weekly, monthly, or annually and any that occur at irregular intervals. (Continue this list on another sheet if necessary.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

SUPERVISORY RESPONSIBILITIES

Does this job have supervisory responsibilities? ☐ Yes ☐ No
If **yes**, then circle one of the following:

Leadership:

1. Provide limited supervision to others through motivation, direction, review and feedback of assigned tasks.
2. Supervise work through the planning and scheduling of work, and the review and approval of tasks.
3. Supervise in both their work assignments and performance development (appraisal).

4. Supervise/manage/direct the selection, training, development, and appraisal of personnel.
5. Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

If no, then circle one of the following:

Supervision:

1. Immediate supervision: receive close supervision related to specific work activities, assignments, methods, etc; usually receive frequent surveillance over job activities; instructions are detailed and assignments are typical short-term.
2. General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.
3. Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.
4. General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.
5. Nominal Direction: subject only to very broad communication associated with my position.

Are there subordinate supervisors reporting to this job? ___Yes ___No

If Yes, how many subordinate supervisors report to this job? _____

What are the names of the offices/units supervised by this job?

How many employees, in total, report to the subordinate supervisors? _____

Are there other non-supervisory employees who report directly to this job?

☐ Yes ☐ No

If yes, how many employees are directly supervised by this job? _____

OTHER DUTIES AND RESPONSIBILITIES

Please circle all that apply.

1. Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
2. Participate in proactive team efforts to achieve departmental and company goals.
3. Perform other duties as assigned.
4. Provide leadership to others through example and sharing of knowledge/skill.

EDUCATION and EXPERIENCE

Select the level of education and experience needed to successfully accomplish the essential duties of this job.

☐ Level 1: No prior experience or training.

☐ Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

☐ Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

☐ Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

☐ Level 5: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

___ Level 6: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

___ Level 7: Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

___ Level 8: Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

___ Level 9: Doctoral degree (Ph. D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this job.

___ Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

___ Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

___ Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

___ Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively

present information and respond to questions from groups of managers, clients, customers, and the general public.

___Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

___Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

___Level 1: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

___Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

___Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

___Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts

such as fractions, percentages, ratios, and proportions to practical situations.

___Level 5: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

___Level 6: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

REASONING ABILITY

Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

___Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

___Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

___Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

___Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

___Level 5: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or

diagram form and deal with several abstract and concrete variables.

____ Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

COMPUTER OPERATIONS

If applicable, please circle one of the following:

1. Basic personal computer skills.
2. Basic personal computer skills including electronic mail, word processing, spreadsheet, graphics, etc.
3. Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.
4. Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
5. Demonstrated use of intermediate computer operations (basic programming in 3rd and 4th generation languages, relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)
6. Utilize complex computer operations (intermediate programming in 3rd and 4th generation languages, relational databases, and operating systems) and advanced features of software packages (word-processing, spreadsheet, graphics, etc.)

PLANNING/ORGANIZATION

If applicable, please circle one of the following:

1. Prioritize tasks.
2. Handle multiple tasks simultaneously.

3. Handle multiple projects simultaneously.
4. Prioritize, organize, and delegate assignments.

CERTIFICATES, LICENSES, REGISTRATIONS

List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

PHYSICAL/ENVIRONMENTAL DEMANDS

The following are standards as set by the federal Department of Labor and the Department of Transportation.

*As defined for **all** categories (i.e. standing, sitting, walking, etc.) the following definitions would apply:*

Occasional – 1-33% Frequent – 34-66% Constant – 67-100%

Lifting

	Sedentary	Light	Light Medium	Medium	Medium Heavy	Heavy	Very Heavy
Occasional – (1-33%)	10 lbs	20 lbs	35 lbs	50 lbs	75 lbs	100 lbs	Over 100
Frequent – (34-66%)	Negligible	10 lbs	15 lbs	20 lbs	35 lbs	50 lbs	Over 50
Constant – (67-100%)	Negligible	Negligible	7 lbs	10 lbs	15 lbs	20 lbs	Over 20

ACTIVITY	NEVER 0 hours	OCCASIONALLY Up to 3 hours	FREQUENTLY 3-6 hours	CONSTANT 6-8 hours +
SITTING				
WALKING				
STANDING				
BENDING (NECK)				
BENDING (WAIST)				
SQUATTING				
CLIMBING				
KNEELING				
CRAWLING				
TWISITING (NECK)				
TWISTING (WAIST)				

HAND/UPPER EXTREMITY USE

ACTIVITY	NEVER 0 hours	OCCASIONALLY Up to 3 hours	FREQUENTLY 3-6 hours	CONSTANT 6-8 hours +
SIMPLE GRASPING				
POWER GRASPING				
FINE MANIPULATION				
PUSHING/PULLING				
REACHING (ABOVE SHOULDER)				
REACHING (AT SHOULDER)				
REACHING (BELOW SHOULDER)				

JOB REQUIREMENTS

A. Driving cars, trucks, forklifts

or other equipment?

____ YES ____ NO

If "yes" explain: _____

B. Working around equipment/machinery?

____ YES ____ NO

If "yes" explain: _____

C. Walking on uneven ground?

____ YES ____ NO

If "yes" explain: _____

D. Exposure to excessive noise?

____ YES ____ NO

If "yes" explain: _____

E. Exposure to extremes in temperature,

humidity or wetness?

____ YES ____ NO

If "yes" explain: _____

F. Exposure to dust, gas, fumes, chemicals?

____ YES ____ NO

If "yes" explain: _____

G. Working at heights?

____YES ____NO

If "yes" explain: _____

H. Operation of foot controls or repetitive

foot movements?

____YES ____NO

If "yes" explain: _____

I. Use of special visual or auditory

protective equipment?

____YES ____NO

If "yes" explain: _____

J. Working with bio-hazards such as:

blood borne pathogens, sewage hospital

waste, etc.?

____YES ____NO

If "yes" explain: _____

WORK SCHEDULE/HOURS

1. Regular – describe the regular/normal work hours and days assigned: _____

2. Other – describe the requirement, if any, for work outside of regular hours, whether compensated for or not (for instance, overtime, attendance at meetings, etc; include statement of frequency and total hours required per month.)
-

TRAVEL

If applicable, please circle one of the following:

1. Minimal overnight travel (up to 10%) by land and/or air.
2. Occasional overnight travel (up to 20%) by land and/or air.
3. Moderate overnight travel (up to 30%) by land and/or air.
4. Heavy overnight travel (up to 50%) by land and/or air.
5. Extensive overnight travel (over 50%) by land and/or air.

CONTACTS

Please provide all contacts pertinent to this job.

Internal:

External:

Additional comments:

Supervisor's Signature:

Supervisor's Title:

Date Completed and Signed:
